

AUSTIN PEAY STATE UNIVERSITY INSTALLMENT PLAN CONTRACT

** PLEASE PRINT **

STUDENT NAME: _____ SOCIAL SECURITY No.: _____

MAILING ADDRESS: _____ PHONE No.: _____
(Non-campus)

Mail completed form and payment to: Austin Peay State University, Accounting Services, P. O. Box 4635, Clarksville, TN 37044

- A. Balance Due from Fee Statement** \$ _____
- B. Less FAAS, discounts and scholarships not applied to account** (Be sure to include the appropriate forms)
(Spouse/Dependent, Dependent of Public School Teacher/State Employee, etc.
These cannot be used in lieu of or to reduce payment due now.) (_____)
- C. Less items not eligible under Installment Plan**
(late registration fee, traffic fines, health services, emergency loans, child care, previous balance, etc.) (_____)
- D. INSTALLMENT PLAN ACCOUNT BALANCE** \$ _____
(must be \$400 or greater)
- E.** D divided (÷) by 2 _____
- F.** Add Installment Plan Fee (NON-REFUNDABLE) _____ 25.00
- G.** Add Ineligible Items (line C) _____

_____ \$ Payment Due Now

(E + F + G)

Balance due in 2 equal payments on: Oct 1 (if Fall) or Mar 1 (if Spring) (E ÷ 2) _____

Nov 1 (if Fall) or Apr 1 (if Spring) (E ÷ 2) _____

FURTHER NOTIFICATION OF PAYMENT DUE DATES IS NOT THE RESPONSIBILITY OF THE UNIVERSITY
If payment date falls on a weekend or holiday, payment is due the next business day.

REQUIREMENTS FOR PARTICIPATION IN THE INSTALLMENT PLAN:

1. The student must pay one-half of current total fees due after all credits/discounts have been applied.
2. The amount due after all credits/discounts have been applied must be at least \$400.
3. A \$25 service charge will be assessed and is due at registration with the payment of one-half the fees. The \$25 service charge is non-refundable unless the student completely withdraws from the University and is granted a 100% refund of fees.
4. If an installment is paid with a check which is subsequently returned due to insufficient funds or other negligence on the part of the student, said payment will be considered delinquent. The participant will then be subject to a late payment charge and the University's standard charges related to returned checks. If a returned check is for the first payment (50%) and is not redeemed within ten working days after the participant has been notified of the returned check, the student's registration will be canceled for the term.
5. A participant whose account is in arrears will not be allowed to register for subsequent semesters. Grades and transcripts will be held until the account balance is paid in full. If the balance remains unpaid for more than 60 days, the account will be assigned to a collection agency, and the participant will be liable for the collection fees.
6. **A recipient of financial aid, whether in the form of a grant or a loan, must first apply such aid toward payment of tuition, room and board charges.**
7. A participant who voluntarily withdraws from school must follow the University's withdrawal procedures. Withdrawal from school will not cancel fees and charges already incurred.
8. If payments are not received by the dates indicated in the contract, late fees (\$25 per payment due date) will be added to the amount owed.
9. A participant who fails to make required payments within the contract period will not be eligible for the installment plan in subsequent semesters.
10. Fees incurred after the Installment Plan Contract is signed will be due immediately. The original contract will not be renegotiated or recalculated to change the amounts to be deferred.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS:

Signature: _____ Date: _____